

WYOMING DEPARTMENT OF HEALTH

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.



YOUR RIGHTS

When it comes to your protected health information, you have certain rights.

Get an electronic or paper copy of your protected health information -- You must make the request in writing. Ask us how to do this.

Ask us to correct your protected health information -- You must make the request in writing. Ask us how to do this.

Request confidential communications -- You can ask us to contact you in a specific way, for example, home or office phone, or to send mail to different address. You must make this request in writing.

Ask us to limit what we use or share -- You can ask us **not** to use or share certain protected health information for treatment, payment, or our operations.

Get a list of those with whom we've shared information -- You can ask for a list (accounting) of the times we've shared your protected health information for six years prior to the date you ask, who we shared it with, and why. You must make the request in writing. Ask us how to do this and about reasonable, cost-based fees depending on the frequency you ask for the list.

Get a copy of this privacy notice -- We will promptly provide you with a paper copy.

Choose someone to act for you -- If you have given someone medical power of attorney or if you have a legal guardian, that person can exercise your rights and make choices about your protected health information. We will make sure the person has this authority and can act for you before we take any action.



YOUR CHOICES

For certain protected health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care or payment for care. Share information in a disaster relief situation. Include your information in a hospital directory. Contact you for fundraising efforts --We may contact you for fundraising efforts, but you can tell us not to contact you again.
If you are not able to tell us your preference, we may go ahead and share your information if we believe it is in your best interest. We may also share information when needed to lessen a serious and imminent threat to health and safety.

In these cases, we never share your information unless you give us written permission:

- Marketing purposes; Sale of your information; Most sharing of psychotherapy notes



OUR USES & DISCLOSURES

How do we typically use or share your health information?

We typically use or share your health information in the following ways.

Manage treatment you receive	We can use your health information and share it with other professionals who are treating you.	Example: A doctor sends us information about your diagnosis so we can arrange additional services.
Run our organization	We can use and disclose your information to run our organization and contact you when necessary. We are not allowed to use genetic information to decide whether you qualify for Medicaid, CHIP, or other government health programs.	Example: We use protected health information about you to manage your treatment and services and develop better services for you.
Bill for your services	We can use and share your protected health information to bill and get payment from health plans or other entities.	Example: We give information about you to your health insurance plan, so it will pay for your services.
Pay for your health services	We can use and disclose your protected health information as we pay for your health services.	Example: We share information about you with your health plan to coordinate payment for your services.
Administer your plan	We may disclose your protected health information for health plan (government health programs) administration.	Example: We may share information about you with our contracted health plans to better manage your plan.

How else can we use or share your health information?

Help with public health and safety issues	We can share protected health information about you in situations such as: <ul style="list-style-type: none"> Preventing disease Helping with product recalls Reporting adverse reactions to medications Reporting suspected abuse, neglect Reducing a serious threat to anyone's health or safety
Do research	We can use or share protected health information for health research.
Comply with the law	We will share protected health information about you if state or federal laws require it.
Respond to organ donation requests	We can share protected health information about you with organ and tissue procurement organizations.
Work with a medical examiner or funeral director	We can share protected health information with a coroner, medical examiner, or funeral director when an individual dies.
Address worker's compensation, law enforcement, and other government requests	We can use or share protected health information about you: <ul style="list-style-type: none"> For workers' compensation claims For law enforcement purposes With health oversight agencies authorized by law For special government functions
Respond to lawsuits and legal actions	We can share protected health information about you in response to a court or administrative order, or subpoena.

More stringent laws

Please be aware that these more stringent protections apply to us for specific components at specific times. We will ensure to apply these more stringent protections to your protected health information, as relevant.



Wyoming Department of Health

Changes to the terms of this notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our offices, and on our website at <https://health.wyo.gov/admin/privacy/>.

Your Information. Your Rights. Our Responsibilities.

Effective Date: September 2023